

## **Source, Facility, or Brand (Product) Not Listed - Quick Reference Guide**

To aid **sample record creators**, the Source Facility Brand Submission test is available to document an unrecognized source, facility, or brand. A source, facility, or brand may be unavailable for myriad of reasons, including but not limited to:

- New source, facility, and/or brand
- Retitled source, facility, and/or brand
- Expired source, facility, and/or brand

This test is intended to allow users to create sample records without impediment. Use of the test is required when the source, facility, or brand is not available from the existing selection list or when Source Not Listed is the only available option in the source selection list.

Below is an *example* of use:

### **Sample Record Details**

Source Name: Source Not Listed (MSF008)

### **Tests tab**

Required when “Source Not Listed (MSF008)”, “Facility Not Listed”, or “Brand Not Listed” is specified on the sample record details or on another test on the same sample record. The **sample record creator** shall complete the test.

### **MSF008, Source Facility Brand Submission**

Sample records shall not be authorized when the Source Facility Brand Submission test is assigned. **NDOT Central Laboratory** will authorize the record.

Use of the test is reviewed by **lab** and/or **Construction Systems staff**. The documented values will be evaluated for inclusion for future use.